

CHECKLIST FOR STAFF TRAINING OF ENVIRONMENTAL CLEANING AND DISINFECTION



This document is designed as an employer tool to ensure that your supervisors, managers and staff are appropriately educated and trained in your site specific cleaning and disinfection equipment, procedures and enhanced cleaning planning.

Education Materials to be Provided before, during, after on site training:

- Provide cleaning product list which includes:
 - Cleaning Product Name
 - MSDS potential Hazards
 - Safe Handling Procedures & PPE
 - Equipment to be Cleaned with Product
 - Additional Cleaning Instructions
- Checklist for Daily Enhanced Cleaning and Disinfection.

Training to be provided:

- Review PPE location & cleaning locker/storage.
- Review storage locker cleanliness & organisation requirements.
- Review of cleaning products and what they are used for. Refer staff to the Cleaning Product List.
- Review MSDS of all cleaning products and potential hazards of each. Refer staff to the Cleaning Product List.
- Review PPE use and safe handling procedures. Ensure staff are aware of hand hygiene prior to placing eye protection on and prior to taking eye protection off. Refer staff to the Cleaning Product List.
- Review cleaning equipment (rags, clothes, etc) for high touch environmental areas and cleaning procedures. Refer to Enhanced Cleaning and Disinfection List.
- Review location of eyewash station and first aid kit. Open kit with clean hands and explain what supplies are located in the kit and what exact location they are kept in the kit.

Follow-Up:

- Enhanced Cleaning and Disinfection List, specific to certain stations, should be created and posted at the necessary station. Supervisors should be remind daily to check compliance to site specific enhanced cleaning procedures.
- Ensure that supervisors/managers maintain daily shift reports for staff feedback and areas of improvement.
- Ensure daily compliance records are kept in cases of future audits.

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Employers Duty to Worker Education

- An employer shall ensure that a worker who works with or who may be exposed in the course of his or her work to a hazardous product received from a supplier is informed about all hazard information the employer receives from the supplier concerning the hazardous product and all further hazard information of which the employer is or ought to be aware concerning its use, storage and handling.
- An employer who produces a hazardous product in a workplace shall ensure that every worker who works with or who may be exposed in the course of his or her work to the hazardous product is informed about all hazard information of which the employer is or ought to be aware concerning the hazardous product and its use, storage and handling.
- An employer shall ensure that every worker who works with or who may be exposed in the course of his or her work to a hazardous product is instructed in,
 - (a) the contents required on labels and the purpose and significance of the information contained on the labels;
 - (b) the contents required on a safety data sheet and the purpose and significance of the information contained on a safety data sheet;
 - (c) procedures for the safe use, storage, handling and disposal of a hazardous product;
- An employer shall ensure that the program of worker education required is developed and implemented for the employer's workplace and is related to any other training, instruction and prevention programs at the workplace.
- An employer shall ensure, so far as is reasonably practicable, that the program of worker instruction results in the workers being able to use the information to protect their health and safety.